



# Punjab Government Gazette

## EXTRAORDINARY

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### LEGISLATIVE SUPPLEMENT

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**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF COOPERATION**  
**(COOPERATION-2 BRANCH)**

**NOTIFICATION**

The 1st October, 2020

**No. G.S.R. 78/Const./Art.309/Amd.(2)/2020.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all the powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Cooperative Audit (Group 'B') Service Rules, 2016, namely:-

**RULES**

1. (1) These rules may be called the Punjab Cooperative Audit (Group 'B') Service (First Amendment) Rules, 2020.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Cooperative Audit (Group 'B') Service Rules, 2016 (hereinafter referred to as the said rules), in Appendix 'A' , for serial Numbers 6,7 and 8 and the entries relating thereto, the following shall be substituted, namely:-

6.	Senior Assistant	24	-	24	10300-34800+4400
7.	Senior Scale Stenographer	1	-	1	10300-34800+4400

3. In the said rules, in Appendix 'B', for serial Nos. 6, 7 and 8 and the entries relating thereto, the following shall be substituted, namely:-

6	Senior Assistant	75 percent	25 percent	From amongst the Clerks working under the control of the Chief Auditor, who have an experience of working as such for a minimum period of five years and by the appointing authority with the conditions of qualifying the basic computer knowledge possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or
				(a) (i) Should possess the Bachelor's Degree form a recognized university or institution;
				(ii) Should qualify In the competitive test specified period of five years and by the appointing authority with the conditions of form time to time; and
				(iii) Should possess at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or

on experience in the use of Personal Computer. Information Technology in Office Productivity applications or Desktop Publishing applications form a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Should possess a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India; and

(b) Should qualify a test in Punjabi typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

7.	Senior Scale Steno- graphers	100 percent	-	From amongst the Junior Scale Stenographer working under the control of the Chief Auditor, who have an experience of working as such for a minimum period of one year:	--
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Provided that if the  
Junior Scale Steno-

grapher is not available then from amongst the Steno-typists, who have an experience of working as such for a minimum period of five years and who-Qualify in Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

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(b) the passage in English shall be dictated at a speed of 60 words per minute required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute;

(ii) the candidates committing not more than 4% mistakes in aggregate and qualifies the stenography test in both the languages shall be considered for promotion as Senior Scale Stenographer.

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**APPENDIX 'A'**

**[See rules 1 (3), 3 and 5]**

Sr. No.	Designation of the Post	Number of Posts			Scales of Pay+Grade Pay (in rupees)
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Audit Officer	22	-	22	10300-34800+4800
2.	Superintendent Grade-II	16	-	16	10300-34800+4800
3.	Personal Assistant	1	-	1	10300-34800+4800
4.	Senior Auditor	32	-	32	10300-34800+4600
5.	Inspector Audit	774	-	774	10300-34800+4200
6.	Senior Assistant	24	-	24	10300-34800+4400
7.	Senior Scale Stenographer	1	-	1	10300-34800+4400

**APPENDIX 'B'**

(See rule 6)

Sr. No.	Designation of the Post	Percentage for appointment by		Method of appointment, qualification and experience for appointment by	
		Promo- tion	Direct appoint- ment	Promotion	Direct appointment
1	2	3	4	5	6
1.	Audit Officer	67 per cent	33 per cent	From amongst the Senior Auditors, who have an experience of working as such for a minimum period of three years.	(i) Should possess Degree of Chartered Accountant or M.Com; and (ii) Should have an experience of auditing of Commercial Accounts for a minimum period of three years in a reputed firm or institution.
2.	Superintendent Grade-II	100 per cent	--	From amongst the Senior Assistants who have an experience of working as such for a minimum period of eight years.	--
3.	Personal Assistant	100 per cent	--	From amongst the Senior Scale Stenographers who have an experience of working as such for a minimum period of five years.	--
4.	Senior Auditor	100 per cent	--	From amongst the Inspectors Audit working under the control of the Chief Auditor, who have an	--

experience of working as such for a minimum period of five years.					
5.	Inspector Audit	--	100 per cent	--	<p>(i) Should possess degree of B.Com at least in 2nd division from a recognized University or institution; and</p> <p>(ii) Should have passed a Computer Course at least one hundred and twenty hours with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop Publishing applications from a Government recognized institution or reputed institution, which is ISO 9001, certified:</p> <p>Provided that if similar course was a part of the curriculum in the Degree Course and the candidate has passed the said course as a subject of his Degree class then the condition of his having studied and passed the above said computer course shall not apply.</p>
6.	Senior Assitant	75 per cent	25 per cent	From amongst the Clerks working under	(a)(i) Should possess the Bachelor's Degree from

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the control of the Chief Auditor, who have an experience of working as such for a minimum period of five years and with the conditions of qualifying the basic computer knowledge possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer.	a recognized university or institution; (ii) Should qualify in the competitive test specified by the appointing authority from time to time; and (iii) Should possess at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.
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OR

Should possess a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India; and  
(b) Should qualify a test in Punjabi



					typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.
7.	Senior Scale Steno-grapher	100 per cent	--	From amongst the Junior Scale Stenographers working under the control of the Chief Auditor, who have an experience of working as such for a minimum period of one year:  Provided that if the Junior Scale Stenographers is not available then from amongst the Steno-typists, who have an experience of working as such for a minimum period of five years and who-  (i) qualify in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-  (a) the passage in Punjabi shall be dictated at a speed of 100 words	--

per minute required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

(b) the passage in English shall be dictated at a speed of 60 words per minute required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute;

(ii) the candidates committing not more than 4% mistakes in aggregate and qualifies the stenography test in both the languages shall be considered for promotion as Senior Scale Stenographer.

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**KALPANA MITTAL BARUAH,**  
Special Chief Secretary to Government of Punjab,  
Department of Cooperation.